

SENATE



SÉNAT

CANADA

REQUEST FOR PROPOSAL (RFP)

Subject:

Ink and Toner Cartridges

For further details, please refer to the Statement of Work attached as **Annex "A"** of this document.

Issue Date:

January 31, 2019

Closing Date and Time:

February 15, 2019 at 14:00 EST

RFP No:

SEN-030 18/19

SENATE INFORMATION

For all inquiries:

Contact: Shawn Foran
Title: Contracting Officer
Address: 40 Elgin Street, Room 1110
 Ottawa, ON K1A 0A4, Canada
Telephone no: 613-943-3518
E-mail: Proc-appr@sen.parl.gc.ca

Offers must be delivered by e-mail only to the Contracting Authority. Offers delivered physically or by facsimile will not be accepted.

PLEASE MARK ALL CORRESPONDANCE WITH THE RFP NUMBER INDICATED ABOVE.

BIDDER SIGNATURE BLOCK

The Bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the price(s) set out therefore.

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting an offer as a joint venture.

Name of Firm:

Name of Representative:

Authorized Signature:

Date:

Position Title:

Email Address:

Telephone Number:

Fax Number:

GST Registration or Business Number:

Table of Contents

PART 1 - GENERAL INFORMATION	4
1. Introduction.....	4
2. Summary	4
3. Debriefings.....	4
PART 2 - BIDDER INSTRUCTIONS	5
1. Prelude	5
2. Signature Requirement	5
3. Irrevocable Proposals	5
4. Cost Related to the Preparation of Proposal.....	5
5. Joint Venture	5
6. Inquiries and Communications.....	5
7. Provision of False or Incorrect Information	6
8. Price Justification	6
9. Conflict of Interest – Unfair Advantage.....	6
10. Funding Approvals.....	6
11. Applicable Laws.....	6
PART 3 - BID PREPARATION INSTRUCTIONS	7
1. Bid Preparation Instructions.....	7
2. Bid Submission Instructions.....	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....	8
1. Evaluation Procedures.....	8
2. Mandatory Criteria.....	8
3. Rated Evaluation Criteria	9
4. Financial Proposal	11
5. Financial Evaluation	12
6. Basis of Selection.....	12
PART 5 - CERTIFICATIONS.....	14
1. Status and Availability of Resources	14
PART 6 - RESULTING CONTRACT CLAUSES	15
PART 1 – GENERAL TERMS AND CONDITIONS.....	15
1. Appropriate Law.....	15
2. Interpretation.....	15
3. Assignment.....	15
4. Security Accreditation Check.....	15
5. Contracting Authority.....	15
6. Project Authority	15
7. Contractor's Representative (To complete with bid).....	16
8. Time is of the Essence	16
9. Indemnity against Claims.....	16
10. Right to Inspection	16
11. Termination of Agreement.....	16

12. Price Increases.....	17
13. Warranties	17
14. Records to be kept by the Contractor.....	17
15. Confidentiality.....	17
16. Rules and Regulations	17
17. Miscellaneous Restrictions	18
18. Performance.....	18
19. Subcontracts.....	18
20. Replacement of Specific Individuals	18
21. Short Notice Replacement of Specific Individuals	18
22. No Implied Obligations.....	18
23. Amendments to the Agreement.....	19
24. Ownership of Intellectual and Other Property Including Copyrights.....	19
25. Conflict of Interest.....	19
26. Discrimination and Harassment in the Workplace.....	19
27. Advertisement.....	19
28. Entire Agreement	19
29. Priority of Documents.....	19
30. Transition Period	19
PART 2 – TERMS OF WORK AND PAYMENT.....	21
1. Period of the Contract	21
2. Option to Extend the Contract	21
3. Contract Amount.....	21
4. Basis of Payment.....	21
5. Additional Services	21
6. Invoicing	21
7. Method of Payment	22
8. Sales Tax.....	22
9. Interest on Overdue Accounts	22
ANNEX A – STATEMENT OF REQUIREMENT	23
ANNEX B – BASIS OF PAYMENT.....	26
ANNEX C – DIRECT DEPOSIT FORM	28

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six (6) parts plus (3) annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract;
- Annex A Statement of Requirement;
- Annex B Basis of Payment; and
- Annex C Direct Deposit Form

2. Summary

The Senate of Canada (Senate) is seeking to establish a contract for “Just in Time” Original Equipment Manufacturer (OEM) Ink and Toner imaging supplies, as defined in Annex A, Statement of Requirement, for three (3) years from the date of contract award, upon signature of both parties, with an option to extend the agreement for two (2) additional one (1) year terms, individually.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within **five (5) working days** of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Prelude

- I. The Senate of Canada invites the submission of proposals for the provision of services as described in this document and in accordance with the stated mandatory requirements set forth in this Request for Proposals (RFP).
- II. “Bidder” means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for services. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

2. Signature Requirement

- I. The Chief Executive Officer or a designate that has been authorized to commit the Contractor to contracts must sign the RFP.
- II. Failure to sign the cover page may result in the disqualification of the proposal.

3. Irrevocable Proposals

- I. Bids will remain open for acceptance for a period of not less than **ninety (90) days** from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation.
- II. The Senate of Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all responsive bidders, the Senate of Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, the Senate of Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

4. Cost Related to the Preparation of Proposal

No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of a proposal in response to this RFP.

5. Joint Venture

- I. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a) the name of each member of the joint venture;
 - b) the Procurement Business Number of each member of the joint venture;
 - c) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d) the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
- III. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

6. Inquiries and Communications

- I. The contact person for all inquiries and other communications in regard to this RFP is stated on the cover page of this document. Any communication or inquiries must be directed only to this person. Non-compliance with this condition for that reason alone may result in the disqualification of a bidders’ proposal. **Answers to all questions shall be communicated in writing via the Government Electronic Tendering Service (GETS) website.**
- II. It is the responsibility of the Bidder to ensure that proposals are clear and complete. The Senate of Canada reserves the right to contact any bidder during the evaluation of proposals to obtain clarifications.
- III. All enquiries regarding this RFP must be received by e-mail at: proc-appr@sen.parl.gc.ca by February 08, 2019 at the latest.

- IV. To ensure the equality of information among bidders, answers to enquiries which are relevant to the quality of proposals will be forwarded to all invited bidders simultaneously, without revealing the sources of the inquiry.

7. Provision of False or Incorrect Information

The Senate of Canada will reject any proposals found to contain false, incorrect or misleading information. It is the responsibility of the Bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate of Canada may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

8. Price Justification

In the event that there is a sole responsive bid received, the Bidder must provide, on the Senate of Canada's request, one or more of the following price justification:

- a) a current published price list indicating the percentage discount available to the Senate; or
- b) a copy of paid invoices for similar services provided to other clients; or
- c) a price breakdown showing the cost of direct labour and profit; or
- d) price or rate certifications; or
- e) any other supporting documentation as requested by the Senate.

9. Conflict of Interest – Unfair Advantage

- I. In order to protect the integrity of the procurement process, bidders are advised that the Senate of Canada may reject a bid in the following circumstances:
 - a) if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b) if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in the Senate's opinion, give or appear to give the Bidder an unfair advantage.
- II. The experience acquired by a bidder who is providing or has provided the services described in the bid solicitation (or similar services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
- III. Where the Senate intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide them with an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within the Senate's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

10. Funding Approvals

Bidders should note that all contract awards are subject to the Senate of Canada's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that a bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate of Canada's internal policies. In this case, if approval is not granted, a contract cannot be awarded.

11. Applicable Laws

- I. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

The Senate requests that bidders provide their bid in separate files as follows:

Section I: Technical Bid - To be sent electronically by email

Section II: Financial Bid - To be sent electronically by email

Section III: Certifications – To be sent electronically by email

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Bidders who provide financial information in the technical proposal will be disqualified.

The Senate Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- a) Page Layout: Letter (8.5" x 11"); and
- b) use a numbering system that corresponds to the offer solicitation.

Bidders must quote the RFP number as part of the subject line in their bid submission.

Document I: Technical Proposal

- I. In their Technical Proposal, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- II. The Technical Proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, the Senate of Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Document II: Financial Proposal

Bidders must submit their Financial Proposal, in Canadian funds, in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

Document III: Certifications

Bidders must submit the certification required under Part 5 to be awarded a contract.

2. Bid Submission Instructions

- I. The Senate of Canada requests that bidders deliver their bids to the Contracting Officer identified on the cover page of this RFP by email to proc-appr@sen.parl.gc.ca .

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- I. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- II. An evaluation team composed of representatives of the Senate of Canada will evaluate the bids.
- III. The following is the proposed format for the Bidder's Technical Proposal. It is mandatory that the information listed in the proposed index be included in the Bidder's Technical Proposal and that it **must** appear on the **first** page of the bid.

Bidders Index

Description	Page no.
Mandatory Requirements: 2.1 M.1 Experience 2.1 M.2 Account Manager 2.1 M.3 Supplier Capability 2.1 M.4 Lead Times 2.1 M.5 Invoicing 2.1 M.6 Customer Accounts 2.1 M.7 References Rated Criteria 3.1 R1 Customer Service 3.1 R2 Experience 3.1 R3 Delivery Service Levels 3.1 R4 Environmental Factors Financial Proposal 4.1 R5 Cost B1 – High Usage Items Pricing 4.1 R6 Cost B2 – Disc. % for all other items Annex B	

2. Mandatory Criteria

- I. Bidders must ensure full compliance with the mandatory requirements to be considered responsive.
- II. Where indicated, Bidders must provide an explanation that clearly demonstrates full compliance with mandatory requirements. Documentation must be provided in support of claims of compliance to mandatory criteria.
- III. Ensure that the page and paragraph number in the Bidders' Technical Proposal is indicated in the column entitled "Page no." for all information included.
- IV. **Failure to clearly demonstrate full compliance or provide supporting documentation will result in the bid being found non-compliant.**
- V. For bids presented as joint ventures, Bidders must demonstrate that all parties meet the Mandatory Criteria. Where evaluation of years of experience is required, years of experience will be calculated for individually for EACH of the parties of the joint venture, not cumulatively.
- VI. Bidders **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to bidders not meeting all the mandatory criteria.

The mandatory criteria are:

Criteria	Met / Not Met
M1 Experience The Bidder must have a minimum of 5 years' experience in providing bilingual (French/English) services and goods similar in scope. Provide details to confirm.	
M2 Account Manager The Bidder must assign an account manager to act as the contact person on all matters related to the supply and delivery of goods.	
M3 Supplier Capability The Bidder must be capable of supplying all the products listed in Annex B1 Items Price List as would be required in any resulting contract.	
M4 Lead Times The Bidder must be capable of meeting the delivery lead time detailed in the Statement of Requirement. Delivery lead time for all goods in the National Capital Region are required within 24 hours. Provide details to confirm.	
M5 Invoicing The Bidder must be capable of providing electronic invoices as detailed herein. Provide details to confirm.	
M6 Customer Accounts The Bidder must presently have the capability to provide individual secure accounts for the Senate and individual users, as detailed herein. The website for ordering supplies <u>MUST</u> be bilingual. Provide details to confirm.	
M7 References The Bidder must provide a minimum three (3) verifiable references along with: 1) company name 2) contact person and title 3) phone number and email address The references must be from clients to whom similar services have been provided within the last five (5) years. Failure to provide all the references and pertinent details will result in disqualification. The Senate cannot be used as a reference.	

3. Rated Evaluation Criteria

- I. Proposals that do not clearly meet all the mandatory requirements set forth in this RFP and do not attain a minimum of 70% for the requirements which are subject to the evaluation criteria point rating will be disqualified.
- II. Price is only one criterion in the evaluation of proposals. The Senate of Canada is seeking best overall value and will evaluate proposals on a point rating system based on evaluation criteria and assigned weight factors.
- III. Bidders must include all information relating to the criteria in the Bidder's Technical Proposal. All information contained within the Bidder's Technical Proposal must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the proposal.
- IV. Bidder's Technical Proposal must begin with an index that indicates the location of the information relevant to the mandatory requirements and the evaluation criteria. A Bidder's Technical Proposal is incomplete without a Bidder's index. Failure to clearly indicate the location of information in the Technical Proposal may result in the disqualification of the proposal. A proposed Bidder's index has been included at Part 5 of this document.
- V. Each Evaluation Criteria is scored on an identified points system that is then multiplied by the Weight Factor indicated, as applicable.

The rated evaluation criteria are:

Evaluation Criteria	Score	Proposal Page Reference
<p>R1 Customer Service:</p> <p>This is based on the Bidder’s customer service infrastructure. Points will be awarded on a point scale of 0-5 for each topic as follows:</p> <p>(a) Describe the customer service team and functions (0-5 pts)</p> <p>(b) Describe the elements of the service team, and its manner of doing business, which gain customer satisfaction (0-5 pts)</p> <p>(c) Describe the service team’s challenges mitigation and resolution strategies for addressing issues such as order discrepancies, back orders, etc (0-5 pts)</p> <p>(d) Outline capabilities as related to producing various reports such as costing, consumption etc. (0-5 pts)</p>	/20	
<p>R2 Experience</p> <p>Experience above the mandatory five (5) years out of the last ten (10) years in providing services and goods similar in scope. Provide details to confirm.</p> <p style="margin-left: 40px;"> 5 to 8+ years = 9 points 9 to 12+ years = 12 points 13 to 16+ years = 20 points 20+ years = 25 points </p>	/25	
<p>R3 Delivery Service options</p> <p>Please specify service level ability from Senate order placement time to delivery times in the National Capital Region.</p> <p>Order by 11 AM delivery same day afternoon = 15 points</p> <p>Order by 3 PM delivery next morning = 15 points</p> <p>Delivery within 24 hours of order placement = 5 points</p>	/35	

Evaluation Criteria	Score	Proposal Page Reference
<p>R4 Environmental Initiatives</p> <p>The Offeror should demonstrate the environmental initiatives it has implemented as part of everyday business operations.</p> <p>0 Points: No description provided OR the description provided does not demonstrate that the Bidder has implemented a corporate environmental initiative.</p> <p>1 Point: The description does not clearly demonstrate that the Bidder has implemented a corporate environmental initiative. Clarification required.</p> <p>2 Points: The description clearly demonstrates that the Bidder has implemented a corporate environmental initiative. The description provides details regarding the initiative such as, but not limited to participation to ONE of the following: use of energy-efficient lighting, participation in a recycling program, promotion of car-pooling or other similar initiatives.</p> <p>3 Points: The description clearly demonstrates that the Bidder has implemented a corporate environmental initiative. The description provides details regarding the initiative such as, but not limited to participation to TWO of the following: use of energy-efficient lighting, participation in a recycling program, promotion of car-pooling or other similar initiatives.</p> <p>5 Points: The description clearly demonstrates that the Bidder has implemented a corporate environmental initiative. AND the description demonstrates that the Bidder holds a third-party certification such as ISO 14001, Eco Logo, Energy Star, Green Seal, Energuide, or other verifiable certification. To obtain maximum points, a copy of the certification should accompany the bid.</p>	/5	
<p>Total Technical Score (Min. 59.5/85)</p>	/85	

4. Financial Proposal

- I. Pricing must include all requirements as set forth in the RFP.
- II. Pricing must be submitted in a separate file clearly labelled “Financial Proposal” along with the Bidders company name. No financial information may appear in the Technical Proposal.

Cost Proposed	Score	Proposal Page Reference
<p>Cost will be evaluated utilizing the sample cases listed in “Annex” B Basis of Payment as follows:</p>		
<p>R5</p> <p>Pricing B1 - High Usage Ink and Toner items list:</p> <p>This is based on the grand total price for the items in Item Pricing List as stated by the Bidder in response to ANNEX A - Statement of Requirement, article 4 “Products”. Maximum Price Evaluation Points (45pts) will be given to the compliant bid with the lowest price. Other compliant bids will be given Price Evaluation Points calculated as follows:</p> <p style="text-align: center;"> $45 \times \frac{\text{Total Evaluation Price of Lowest Priced Compliant Bid}}{\text{Total Evaluation Price of Bid}}$ </p>	/45	

Cost Proposed	Score	Proposal Page Reference
Cost will be evaluated utilizing the sample cases listed in ANNEX B - Basis of Payment as follows:		
<p>R6</p> <p>Pricing B2 - Discount Rate for all other items</p> <p>This is based on the discount rate (%) offered for the Item Pricing B2 “Price List of other Products”, as stated by the Bidder in response to the ANNEX A - Statement of Requirement, article 4 “Products”. Maximum Price Evaluation Points (30pts) will be given to the compliant bid with highest discount. Other compliant bids will be given Price Evaluation Points calculated as follows:</p> $\frac{30 \times \text{Actual Bid Discount}}{\text{Highest Discount}}$	/30	
Total Financial score (max75)	/75	

5. Financial Evaluation

- I. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded.
- II. For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the average price of the primary negotiator over a period of three (3) years, as per the pricing table detailed in the Basis of Payment at Annex B, Basis of Payment.

6. Basis of Selection

Highest Combined Rating of Technical Merit (40) % and Price (60) %

To be declared responsive, a bid must:

- (a) Comply with all the requirements of the bid solicitation;
- (b) Meet all the mandatory evaluation criteria; and
- (c) Obtain the required minimum number of points specified in Part 4, article 3 Rated Evaluation Criteria for the point rated technical criteria.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): **PS_i = LP / P_i x 60**
P_i is the evaluated price (P) of each responsive bid (i).

A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): **TMS_i = OS_i x 40.**

OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1, determined as follows: total number of points obtained / maximum number of points available.

The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CR_i = PS_i + TMS_i.**

The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

The table below illustrates an **example** where the selection of the contractor is determined by a 40/60 ratio of the technical merit and price, respectively

Basis of Selection - Highest Combined Rating of Technical Merit (40%) and Price (60%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall score for point rated R1 to R5 technical criteria Min. 70% required =59.5/85	OS1: 64/85	OS2: 65/85	OS3: 67/85
Bid price list B1	P1: C \$5,400.00 45 points (full points lowest cost)	P2: C \$5,500 44.18 points (45x5400/5500)	LP and P3: C \$6,500 37.38 points (45x5400/6500)
Bid discount B2	P1: C 10% discount (30X10X10)= 30 points	P2: C 9% discount (30x9/10)= 27 points	LP and P3: C 8% discount (30x8/10)= 24 points
Total Financial points	75	71.18	61.38
Calculations	Technical Merit Score (OSi x 40)	Pricing Score (LP/Pi x 60)	Combined Points Rating (Max 160)
Bidder 1	64/85X 40 =30.12	75/75 X 60 =60	90.12
Bidder 2	65/85X 40 =30.59	75/71.18 X 60 =63.22	93.81
Bidder 3	67/85X 40 =31.53	75/61.38 X 60 =73.31	104.84

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. The Senate of Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to the Senate of Canada is subject to verification by the Senate during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

Mandatory Certifications Required With Bid

1. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the services as required by the Senate of Canada's representatives and at the time specified in the bid solicitation or agreed to with the Senate's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her resumé to the Senate. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

Name: _____

Signature: _____

Date: _____

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

PART 1 – GENERAL TERMS AND CONDITIONS

1. Appropriate Law

This contract shall be governed by and construed in accordance with the laws in force in the province of Ontario.

2. Interpretation

- I. “The Agreement” means the particular agreement or content of which, in each specific case, these general conditions are made a part.
- II. “The Contract” includes the agreement, these general terms and conditions and any supplementary conditions, specifications, labour conditions, schedules and any other documents referred to in the agreement as constituting the contract.
- III. “Supplementary Conditions” means any other general conditions forming part of the contract.
- IV. “Work” means the whole of the work, services, materials, matters and things required to be done, furnished and performed in order to carry out the contract including all goods to be delivered.
- V. “Contract Price” means the amount expressed in the contract to be payable to the Contractor for the finished work.

3. Assignment

- I. The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Senate of Canada and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the Contractor from obligations under the contract or impose any liability upon the Senate of Canada.

4. Security Accreditation Check

- I. The Contractor, in accordance with the Senate’s security requirements, is responsible to ensure that employees assigned to this contract are security cleared at the Site Access Level or higher.

5. Contracting Authority

The Contracting Authority for the Contract is:

Martine Bergeron
Manager of Procurement
Finance and Procurement Directorate
The Senate of Canada
40 Elgin Street, Room 1121
Ottawa, ON K1A 0A4

Telephone: 613-947-1922
Facsimile: 613-947-1943
E-mail: Proc-appr@sen.parl.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6. Project Authority

(To be identified upon issuance of contract)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work.

Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Name
Title:
Directorate:
Address:
Email: Telephone:

7. Contractor's Representative (To complete with bid)

Primary Contact:

Name: _____
 Title: _____
 Phone: _____
 Fax: _____

Secondary Contact:

Name: _____
 Title: _____
 Phone: _____
 Fax: _____

8. Time is of the Essence

- I. Time is of the essence in this contract.
- II. Any delay by the Contractor in performing the Contractor's obligations under the contract which is caused by events beyond the Contractor's control must be reported in writing to the Senate of Canada. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Contractor shall deliver, in a form satisfactory to the Senate of Canada, a "work around plan" including alternative sources and any other means that the Contractor will utilize to overcome the delay.
- III. Unless the Contractor complies with the notice requirements set forth in the contract, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the Contractor has complied with the notice requirements, the Senate of Canada may exercise any right of termination contained in the contract.

9. Indemnity against Claims

Except as otherwise provided in the contract, the Contractor shall indemnify and save harmless the Senate of Canada from and against any and all claims, damages, loss, costs and expenses which they may at any time incur or suffer as a result or arising out of:

- any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof ; and
- any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments has been made by the Senate of Canada.

10. Right to Inspection

The Senate of Canada reserves the right of access to any records resulting from this contract.

11. Termination of Agreement

- I. The Senate of Canada may immediately terminate this agreement if the Contractor is for any reason unable to provide the services required under this agreement. Such termination notice shall be made in writing.
- II. The agreement may be immediately terminated by the Senate of Canada if it is determined that the services provided by the Contractor are not satisfactory. Such termination notice shall be made in writing.
- III. The agreement may be terminated by the Senate of Canada upon a **ten (10) days** written notice if it is determined that the work, services or goods provided by the Contractor, either in whole or in part, are no longer required.

- IV. Either party may terminate this agreement upon a **thirty (30) days** written notice.
- V. In the event that this agreement is terminated prematurely, the fee shall be reduced pro rata.

12. Price Increases

The selected bidder must provide the Senate of Canada with a thirty (30) day written notification for any price increase for goods to be supplied under this agreement.

A- Acceptance of Price Increase by The Senate's Project Authority

Upon receipt of a price increase notification from the selected bidder, the project authority may accept the increase or reject such. In cases of acceptance, the project authority shall advise the selected bidder in writing of the acceptance and an amendment to the contract shall be issued.

B- Rejection of Price Increase by The Senate's Project Authority

In cases of rejection, the project authority shall advise the selected contractor that the increase is not acceptable and the specific items affected shall be removed from the agreement. In such cases the specific items may be purchased from any other sources as may be determined by the Senate. In cases where price increase affect a significant quantity of items, the Senate at its' discretion may cancel the entire agreement.

The selected bidder must provide justification from the source of the product for all price increases. Such justification must accompany the written notification described above in 9.1

13. Warranties

The Contractor warrants that:

- I. The Contractor is competent to perform the Work required under this Contract and the Contractor has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- II. The Contractor shall provide under this Contract a quality of service at least equal to that which Contractors generally would expect of a competent Contractor in a like situation;
- III. The Contractor has complete authority to enter into this Contract; and
- IV. all work commenced under this agreement will be completed in full.

14. Records to be kept by the Contractor

- I. The Contractor shall keep proper accounts and records of the costs of work, services, and all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate of Canada, who may make copies and take extracts therefrom.
- II. The Contractor shall not dispose of the documents referred to herein without the written consent of the Senate of Canada, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two (2) years following the completion of the work or services or delivery of goods.

15. Confidentiality

Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its employees, agents or contractors to which the Contractor or any of its employees, or affiliates or subcontractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the services.

16. Rules and Regulations

- I. In its operation, the Contractor and its employees will comply and abide by all lawful rules and regulations of the Senate of Canada which may be established from time to time, provided that no such rules or regulations shall inhibit the Contractor from exercising its rights and duties hereunder.
- II. The Contractor further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences may result in a termination for default under the Contract. If the Contractor made a false declaration in its bid, makes a false declaration under the Contract, fails to diligently maintain up to date the information herein requested, or if the Contractor or any of the Contractor's affiliates or subcontractors fail to remain free and clear of any acts or convictions specified herein during

the period of the Contract, such false declaration or failure to comply may result in a termination for default under the Contract. The Contractor understands that a termination for default will not restrict the Senate of Canada's right to exercise any other remedies that may be available against the Contractor and agrees to immediately return any advance payments.

17. Miscellaneous Restrictions

- I. Under no circumstances shall the Contractor use any stationery with Senate of Canada letterhead to conduct business under this agreement.
- II. It is the intention of the parties that the agreement is for the performance of a service or services and that the Contractor is engaged as an independent contractor providing services to the Senate and that the Contractor's Directors, Officers, Employees are not engaged as Senate employees and they are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.
- III. No Contractor or their staff can render services or benefit from payments under a contract with the Senate if they are a family member (as defined in the Senate Administrative Rules) of the end user or of someone in a similar position who has influence over the scope of work.

18. Performance

The Contractor shall report the performance under this agreement to the Senate of Canada in whatever format and frequency that the Senate of Canada may require.

19. Subcontracts

- I. The Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
- II. In any subcontract, the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to the Senate of Canada than the conditions of the Contract.
- III. Even if the Senate of Canada consents to a subcontract, the Contractor is responsible for performing the Contract and the Senate of Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

20. Replacement of Specific Individuals

- I. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- II. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to the Senate of Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a) the name, qualifications and experience of the proposed replacement; and
 - b) proof that the proposed replacement has the required security clearance granted by the Senate of Canada, if applicable.
- III. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

21. Short Notice Replacement of Specific Individuals

- I. The Supplier shall maintain, and upon request from the Senate PA, provide a list (Resource List) of pre-approved resources that can be called upon for any short notice replacement requirements or urgent request. A monthly update of the resource list may be required.

22. No Implied Obligations

It is the intention of the parties that this agreement is for the provision of services. The Contractor is engaged as an independent contractor providing services in accordance with this contract, to the

Senate of Canada. The Contractor's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate of Canada.

23. Amendments to the Agreement

No person other than the Manager of Procurement and Contracting or his designate can amend this agreement in any form. Any changes to the original agreement must be made in writing.

24. Ownership of Intellectual and Other Property Including Copyrights

- I. Documents and information ("work") produced by the Contractor in the performance of this contract as well as the copyrights in and to the work, shall vest in and remain the property of the Senate of Canada.
- II. Work shall be marked with the following copyright notice: © Senate of Canada (year)

25. Conflict of Interest

- I. The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Senate.
- II. It is a term of this contract that no former public office holder who is not in compliance with the Conflict of Interest Act shall derive a direct benefit from this contract.

26. Discrimination and Harassment in the Workplace

- I. The Contractor acknowledges the responsibility of the Senate of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the *Senate Policy on Prevention and Resolution of Harassment in the Workplace*, which is also applicable to the Contractor, is available upon request.
- II. The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with the Senate of Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

27. Advertisement

The Contractor shall not without prior written consent from the Senate, advertise or publicize any work performed to the Senate of Canada. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the Contractor from Senate source files.

28. Entire Agreement

This contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

29. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) Annex A, Statement of Requirement;
- (c) Annex B, Basis of Payment;
- (d) the Contractor's bid dated _____, (*insert at contract award*)

30. Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that the Senate of Canada may, at its discretion, extend the Contract under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least **seven (7)** calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

PART 2 – TERMS OF WORK AND PAYMENT

1. Period of the Contract

The Contractor shall, upon signature of both parties to *(to be determined at contract award)*, perform and complete with care, skill, diligence and efficiency the work that is described in this document.

2. Option to Extend the Contract

- I. The Contractor grants to the Senate of Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- II. The Senate of Canada may exercise this option at any time by sending a written notice to the Contractor at least seven (7) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

3. Contract Amount

The Contractor will be paid for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment, to a limitation of expenditure of *(to be determined at contract award)* plus Applicable Taxes.

4. Basis of Payment

- I. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with rates specified in the Basis of Payment at Annex B.
- II. The Senate of Canada will not entertain any charges which are not specified in the Basis of Payment.

5. Additional Services

- I. Additional services, relevant to the scope of work of the requirement found in the Statement of Requirement at Annex A, may be requested from the Project Authority on an as and when required basis.
- II. The Contractor must submit a proposal to the Project Authority, for approval, before any additional services can commence.
- III. The proposal must list all services and fees pertaining to the work requested.
- IV. Additional services requested can be invoiced under this contract.

6. Invoicing

- I. The Contractor shall submit a monthly detailed invoice which must include, at a minimum, the date(s) a service was performed, a brief summary of the work performed, and the contract reference number.
- II. The Contractor's certified invoice shall be forwarded to:

**The Senate of Canada
Finance and Procurement Directorate
Parliament Buildings
Ottawa, Ontario
K1A 0A4 Canada**

or by e-mail at: finpro@sen.parl.gc.ca

- III. The invoice must be reviewed and signed by the Project Manager or their delegated authority before payment is issued.
- IV. Payment by the Senate to the Contractor for work shall be made:
 - In the case of a progress payment other than the final payment, within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the contract;
 - In the case of a final payment, within thirty (30) days following the date of receipt of a final invoice for payment, or within thirty (30) days following the date on which the work is completed or the goods delivered and accepted, whichever date is the later;

- If the Senate has any objections to the invoice, written notification of the nature of such objections shall be forwarded to the Contractor.

7. Method of Payment

- I. Direct Deposit: the Senate of Canada can deposit directly all payments into the individuals/corporation's account. Please submit a completed direct deposit form at Annex D with your offer.
- II. Payments will be addressed and mailed to the name and address indicated on the first page of the contract.

8. Sales Tax

- I. The Senate of Canada is exempt from Provincial Sales Taxes.
- II. PST Exemption No.: Ontario 11708174G / Quebec: 10-0813-5602-P
- III. The Applicable Taxes are not included in the contract amount.
- IV. The Applicable Taxes must be listed as a separate line item on all invoices.

9. Interest on Overdue Accounts

For the purpose of this section:

- I. An amount is "due and payable" when it is due and payable by the Senate to the Contractor according to the terms and conditions of the contract.
- II. An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. "Date of payment" means thirty (30) days from the date of receipt of the invoice at the Senate.
- IV. The "Bank Rate" shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.
- V. The Senate shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment inclusively; however interest will not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate is responsible for the delay in paying the Contractor. In the event that the Senate is not responsible for the delay in paying the Contractor, no interest shall be paid.
- VI. The Senate shall not be liable to pay the Contractor any interest on unpaid interest.

ANNEX A – STATEMENT OF REQUIREMENT

1. Introduction

- 1.1 The Senate requires the services of a qualified supplier to provide “Just in Time” (JIT) Ink and Toner imaging supplies, on a when and where required basis.
- 1.2 The JIT services would include the supply and delivery of all Original Equipment Manufacturer (OEM) Ink and Toner imaging supplies ink and toner imaging supplies only.
- 1.3 The Senate spent \$235,538 for fiscal year 2017-2018, \$211,757 for fiscal year 2016-2017 and \$116,061 for fiscal year 2015-2016.

2. Scope

- 2.1 The Senate of Canada will submit orders for supplies by phone, fax or e-mail from various geographic regions of Canada directly from Senate users.
- 2.2 The procedures outlined in this appendix shall apply for the entire term of this agreement.
- 2.3 For information purposes only, this table lists the current printer inventory for the Senate of Canada.

Printer model	Total printers
HP 2025	8
HP MFP 400	14
HP4025-4525	7
HP 4015	8
HP 4250	8
HP4200	9
HPM477FDN	150
HPM452DN	12
HPM401DN	4
HPM402DN	20
HPM451DN	7
HPM476DN	7
XEROX 8570	5
Lexmark X658dme	22
Lexmark MX810de	1
Lexmark CX825de	1
Lexmark X792dtse	3
Lexmark MX811	3
Ricoh Aficio Mp C4503	1
Samsung SCX-6345FN	1
Toshiba E-Studio 556	1
Toshiba E-Studio 656	1
Xerox Alta Link B8055mfp	1
Kyocera TASKalfa 5501i	1
Kyocera TASKalfa 4551ci	1
Kyocera TASKalfa 4501i	2
Kyocera TASKalfa 4052ci	1
Kyocera MITA TASKalfa 820	2
Kyocera MITA TASKalfa 420I	2
Kyocera MITA TASKalfa 305	1
Kyocera MITA TAKSalfa 255	1
Kyocera MITA KM-5050	1
Kyocera MITA KM-4050	1
Kyocera MITA KM-3050	3
HP MFP M630Z	1
Panasonic DP-3010	12
Panasonic DP-8060	3
Panasonic DP-6020	1
Panasonic DP-6030	2

3. Initiating and Implementing the JIT Program

- 3.1 The selected Bidder shall be responsible to implement and initiate the JIT program at the Senate. All of the following must be completed prior to launch order processing by Senate clients. This will include but not be limited to the following;
- Establish individual accounts for each order office;
 - Prepare and distribute an information kit in bilingual format, to introduce users to services offered, order desk contacts, and how to access available services;
 - Provide the project authority, Senate Finance and Procurement and each order office with the Senate price list;
- 3.2 A total of approximately one hundred and thirty two (132) accounts for individual order offices will be required. The Senate's project authority will provide the selected Bidder with a list of order offices and authorised personnel for each account upon contract award.
- 3.3 The selected Bidder shall provide at no cost to the Senate, telephone order placement and bilingual customer service from 8:00 AM to 5:00 PM Mondays through Fridays.

4. Products

- 4.1 The Contractor shall supply and deliver the products listed and referenced in **ANNEX B - Basis of Payment**, at the firm prices and discounts indicated therein or at greater discount, for the duration for the Contract term.

5. Order Processing

- 5.1 Order offices shall place orders for Ink and Toner supplies with the supplier via e-mail, fax or phone. The list of Ink and Toner in ANNEX B of this document will be used for bid evaluation purposes.
- 5.2 The selected contractor shall package all orders individually by order office and include a packing slip with the cost of goods with each package.
- 5.3 The selected contractor shall have an order management tracking system.

6. Delivery of Goods

- 6.1 Delivery of goods within the terms of this agreement shall be made within the National Capital Region and across Canada.
- 6.2 Delivery lead time for all goods in the National Capital Region are required within 24 hours.
- 6.3 Goods shall be delivered directly by the selected Bidder to the location indicated by the individual Senate order office.

7. Receipt of Goods

- 7.1 Senate Order Offices shall sign and forward all packing slips for goods ordered and received directly from the supplier to Senate Finance and Procurement for reconciliation purposes. Packing slips and receipt reports for goods processed through Senate Procurement via a formal Purchase Order shall be signed and forwarded to Senate Procurement once goods are received.
- 7.2 Senate personnel shall ensure that the goods delivered are indeed destined for them, verify the total quantity of pieces on delivery slip, note any discrepancies on the delivery slip and sign such. All damages or short shipments should be immediately noted on the delivery slip prior to signing such. Concealed damages should be immediately reported to the selected Bidder.
- 7.3 All late deliveries or unresolved issues should be immediately reported to Senate Procurement for appropriate action.
- 7.4 The selected contractor shall itself, have the ability to honor manufacturer's warranty on items offered.
- 7.5 The selected contractor shall order and ship to the Senate new replacement goods upon notice from the senate to the contractor of defective goods.

8. Reporting

8.1 On a monthly basis, the Selected Bidder shall provide Senate Procurement with a detailed individual order office monthly report for all goods purchased through this contract for the preceding month. Such reports will be distributed in the language choice of the order office and will contain as a minimum, the following information:

- Order Office Account number
- Description of goods issued
- Quantity and unit of issue
- Total cost per line item
- Total cost of goods for the quarter
- Total cost year to day

8.2 In addition to requirements under 8.1 above, the Selected Bidder shall provide Senate Procurement with consumption and costing reports as may be required.

9. Substitute Products

The selected Bidder must provide the Senate's Project Authority with sixty (60) days written notice for any proposed changes to products described in this RFP. This notification must include the description of the proposed substitute product or a sample of such for testing by the Senate. In such cases the Project Authority may accept the substitute product or in cases of rejection, the Senate may request that the selected bidder provide alternative items for testing.

10. Other Items

Senate Procurement may purchase, through formal Purchase Orders items not listed in the Selected Bidder's Lists, to be supplied after the contract has been awarded. Therefore, the selected Bidder shall provide the Procurement Division of the Senate with an updated Price List of other Products.

11. Environmental Factors

- In the spirit of good environmental stewardship the Senate recycles expended toner cartridges. The selected supplier must have in place a recycling program for ink cartridges and take them from the Senate free of charge.

ANNEX B – BASIS OF PAYMENT

Pricing B1 - High Usage Ink and Toner Items List

*The colors are grouping printer of the same model.

Printer Model	Ink/Toner Manuf. Part No.	Description	Unit OEM Price
HP 2025	CC530A	HP COLOUR LASER TONER BLACK	
HP 2025	CC533A	HP COLOUR LASER TONER MAGENTA	
HP 2025	CC531A	HP COLOUR LASER TONER CYAN	
HP 2025	CC532A	HP COLOUR LASER TONER YELLOW	
HP MFP 400	CE411A	HP 305A LASERJET TONER -CYAN	
HP MFP 400	CE412A	HP 305A LASERJET TONER-YELLOW	
HP MFP 400	CE413A	HP 305A LASERJET TONER-MAGENT	
HP MFP 400	CE410A	HP 305A LASERJET TONER -BLACK	
HP4025-4525	CE260A	HP TONER FOR LASERJET CP4025	
HP 4025-4525	CE262A	HP TONER FOR LASERJET CP4025	
HP 4025-4525	CE263A	HP TONER FOR LASERJET CP4025	
HP 4025-4525	CE261A	HP TONER FOR LASERJET CP4025	
HP 4015	CC364X	HP LASERJET CART. BLACK high yield	
HP 4250	Q5942X	HP CARTRIDGE BLACK SMART T High yield	
HP4200	Q1338A	HP BLK LASERJET CART 4200	
HPM477FDN	CF410X	Black High Yield Original LaserJet	
HPM477FDN	CF413X	Magenta High Yield Original LaserJet	
HPM477FDN	CF411X	Cyan High Yield Original LaserJet	
HPM477FDN	CF412X	Yellow High Yield Original LaserJet	
HPM452DN	CF410X	Black High Yield Original LaserJet	
HPM452DN	CF411X	Cyan High Yield Original LaserJet	
HPM452DN	CF412X	Yellow High Yield Original LaserJe	
HPM452DN	CF413X	Magenta High Yield Original LaserJet	
HPM401DN	CF280X	HP 80X Toner Cartridge, High Yield, Black	
HPM402DN	CF226X	Black High Yield Original LaserJet	
HPM451DN	CE410X	Black High Yield Original LaserJet	
HPM451DN	CE411A	Cyan Original LaserJet	
HPM451DN	CE412A	Yellow Original LaserJet	
HPM451DN	CE413A	Magenta Original LaserJet	
HPM476DN	CF380X	HP 312X Black Toner Cartridge, High Yield	
HPM476DN	CF382A	HP 312A Yellow LaserJet Toner Cartridge	
HPM476DN	CF381A	HP 312A Cyan Toner Cartridge	
HPM476DN	CF383A	HP 312A Magenta Toner Cartridge,	
XEROX 8570	108R00926	XEROX INK CYAN 8570 2 STICKS	
XEROX 8570	108R00927	XEROX INK MAG 8570 2 STICKS	
XEROX 8570	108R00928	XEROX INK YEL 8570 2 STICKS	
XEROX 8570	108R00929	XEROX INK BLACK 8570 2 STICKS	
Lexmark X658dme	x651a21a	Black	
Lexmark MX810de	620XA	Black	
Lexmark CX825de	72k10k0	Black	
Lexmark CX825de	72k10c0	cyan	
Lexmark CX825de	72k10m0	Magenta	

Lexmark CX825de	72k10y0	Yellow	
Lexmark X792dtse	x792x2kg	Black	
Lexmark X792dtse	x792x2cg	cyan	
Lexmark X792dtse	x792x2mg	Magenta	
Lexmark X792dtse	x792x2yg	Yellow	
Lexmark MX811	Undefined generic	Black	
Lexmark MX811	Undefined generic	cyan	
Lexmark MX811	Undefined generic	Magenta	
Lexmark MX811	Undefined generic	Yellow	
Ricoh Aficio Mp C4503	841853	Black	
Ricoh Aficio Mp C4503	841856	cyan	
Ricoh Aficio Mp C4503	841855	Magenta	
Ricoh Aficio Mp C4503	841854	Yellow	
Samsung SCX-6345FN	SCX-D6345A	Black	
Toshiba E-Studio 556	t8560	Black	
Toshiba E-Studio 656	t8560	Black	
Xerox Alta Link B8055mfp	Undefined generic		
Kyocera TASKalfa 5501i	1T02LH0US0	Black	
Kyocera TASKalfa 4551ci	tk-8507k	black	
Kyocera TASKalfa 4551ci	tk-8507c	cyan	
Kyocera TASKalfa 4551ci	tk-8507m	Magenta	
Kyocera TASKalfa 4551ci	tk-8507y	Yellow	
Kyocera TASKalfa 4501i	1t02lh0us0	Black	
Kyocera TASKalfa 4052ci	tk-8527k	Black	
Kyocera TASKalfa 4052ci	tk-8527c	cyan	
Kyocera TASKalfa 4052ci	tk-8527m	Magenta	
Kyocera TASKalfa 4052ci	tk-8527y	Yellow	
Kyocera MITA TASKalfa 820	TK-667	Black	
Kyocera MITA TASKalfa 420I	TK-717	Black	
Kyocera MITA TASKalfa 305	TK-477	Black	
Kyocera MITA TAKSalfa 255	tk-477	black	
Kyocera MITA KM-5050	1t02gr0us0	Black	
Kyocera MITA KM-4050	1t02gr0us0	Black	
Kyocera MITA KM-3050	1t02gr0us0	Black	
HP MFP M630Z	CF281A	Black	
Panasonic DP-3010	Undefined generic	Black	
Panasonic DP-8060	Undefined generic	Black	
Panasonic DP-6020	Undefined generic	Black	
Panasonic DP-6030	Undefined generic	Black	
		Grand Total For Evaluation Purposes	\$

Pricing B2 - Discount rate for all other Product

	%
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ANNEX C – DIRECT DEPOSIT FORM



FINANCES AND PROCUREMENT DIRECTORATE
Supplier Creation &
Direct Deposit Enrollment Form

Protected once completed
For internal use only _____
Supplier ID Code

INSTITUTION AND ACTION REQUIRED - Please select:

Create - Senate of Canada

Reason for action:

Section 1 - SUPPLIER DETAILS

LEGAL NAME: _____ Tel: _____

OPERATING NAME: _____ Tel: _____

ADDRESS:
Street No. /PO BOX: _____ Postal Code/Zip: _____
City: _____ Province / State: _____ Country: _____

Remittance Address if different from above:
Street No. /PO BOX: _____ Code Postal/Zip: _____
City: _____ Province / State: _____ Country: _____

HST/GST (If applicable Corporation) _____
Social Insurance Number (for Contractor) _____

Section 2 - SUPPLIER PAYMENT DETAILS

CANADIAN \$ | OTHER CURRENCY _____ (By Cheque Only)

Method of Payment:
 CHEQUE | (CND \$) DIRECT DEPOSIT - Please Attach a blank "VOIDED" cheque or other related banking documents - *Recommended*

Direct Deposit Email Payment Notification:
EMAIL Address 1 _____
EMAIL Address 2 _____

Section 3 - CONSENT

I give consent to the Senate of Canada to pay the invoices for the supplier identified in Section 2 through Direct Deposit to the financial institution that I have designated through the attach cheque with "VOID" written on it or my other attached related banking documents.

Name: _____
Signature: _____ Date: _____

COMMENTS: _____

Please submit the completed and signed form (and attachment) to the Senate Procurement Division by e-mail at:
Proc-Appr@sen.parl.gc.ca